Export to a file to backup mail

1. Please click【File】.
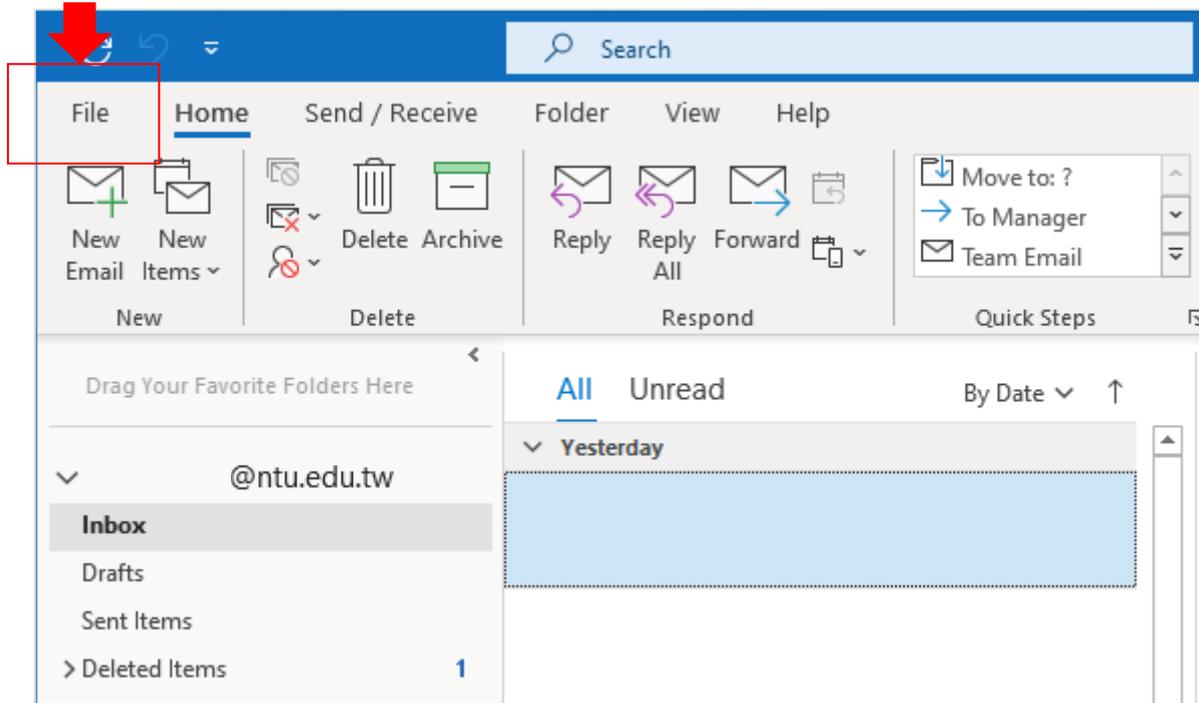
2. Click【Open&Export】→【Import/Export】。
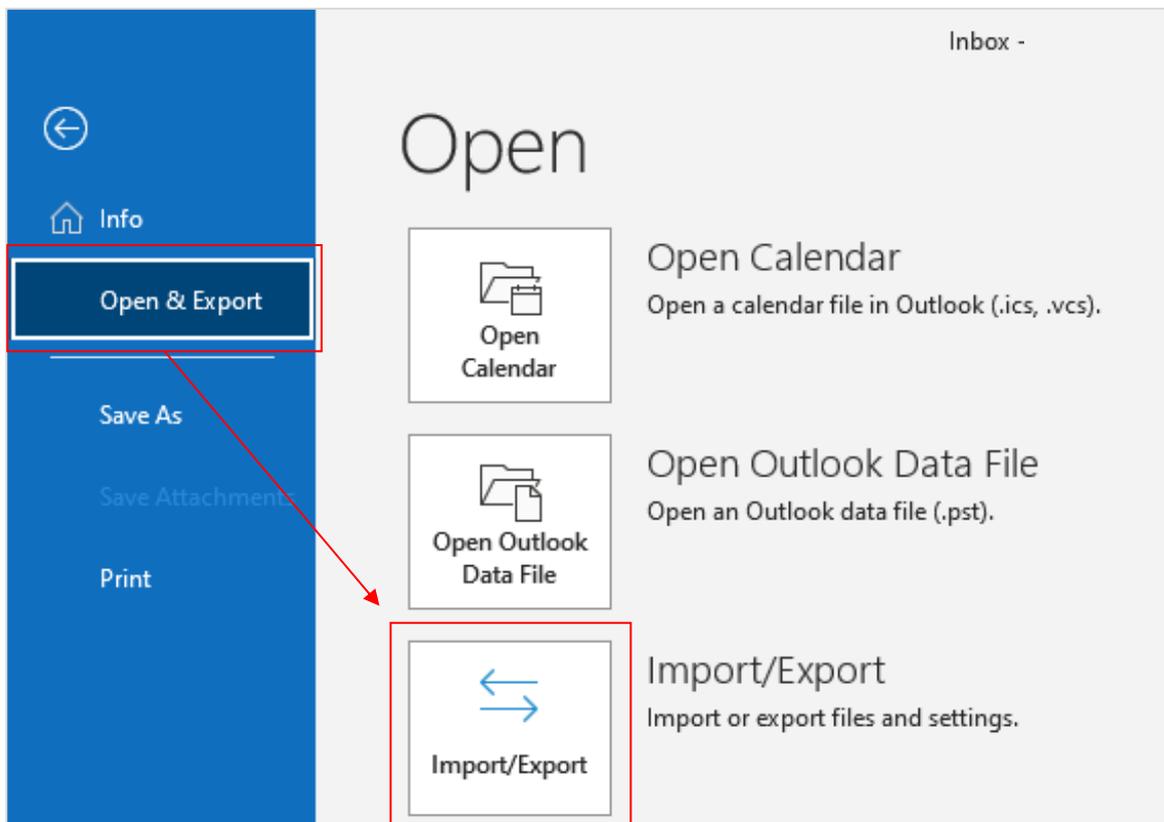
3. Select【Export to a file】, click【Next】.
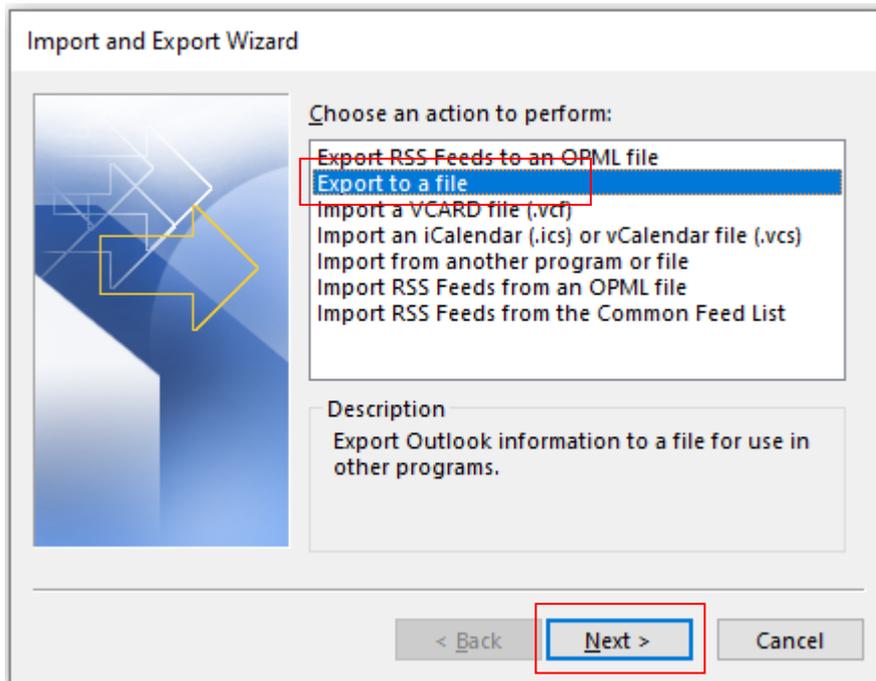
4. Select【Outlook Data File (.pst)】, click【Next】.
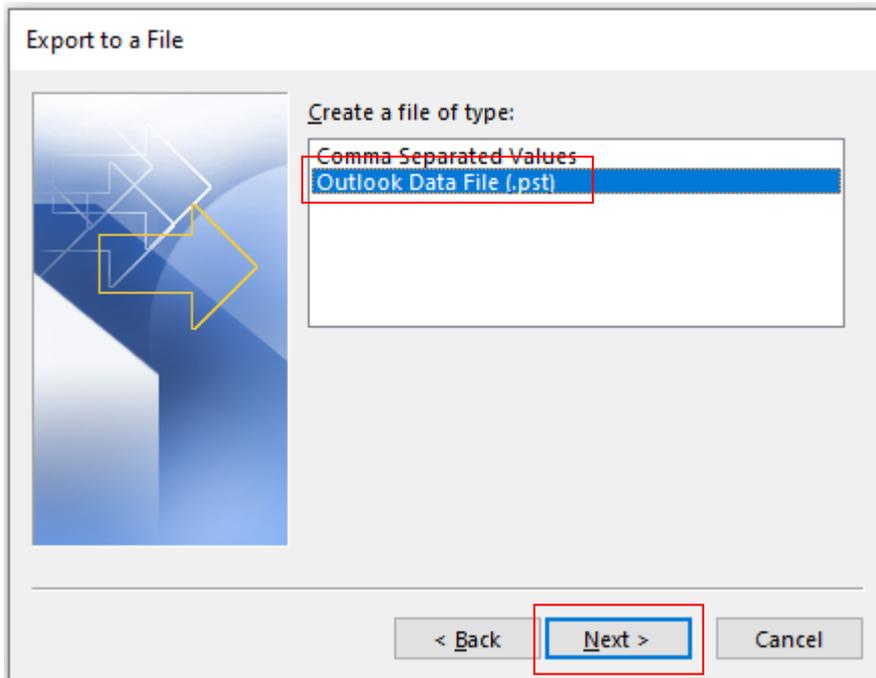
5. Choose the folder(s) you want to export , then click【Next】.

Choose to export all emails from the account.

Choose to export emails from folder.
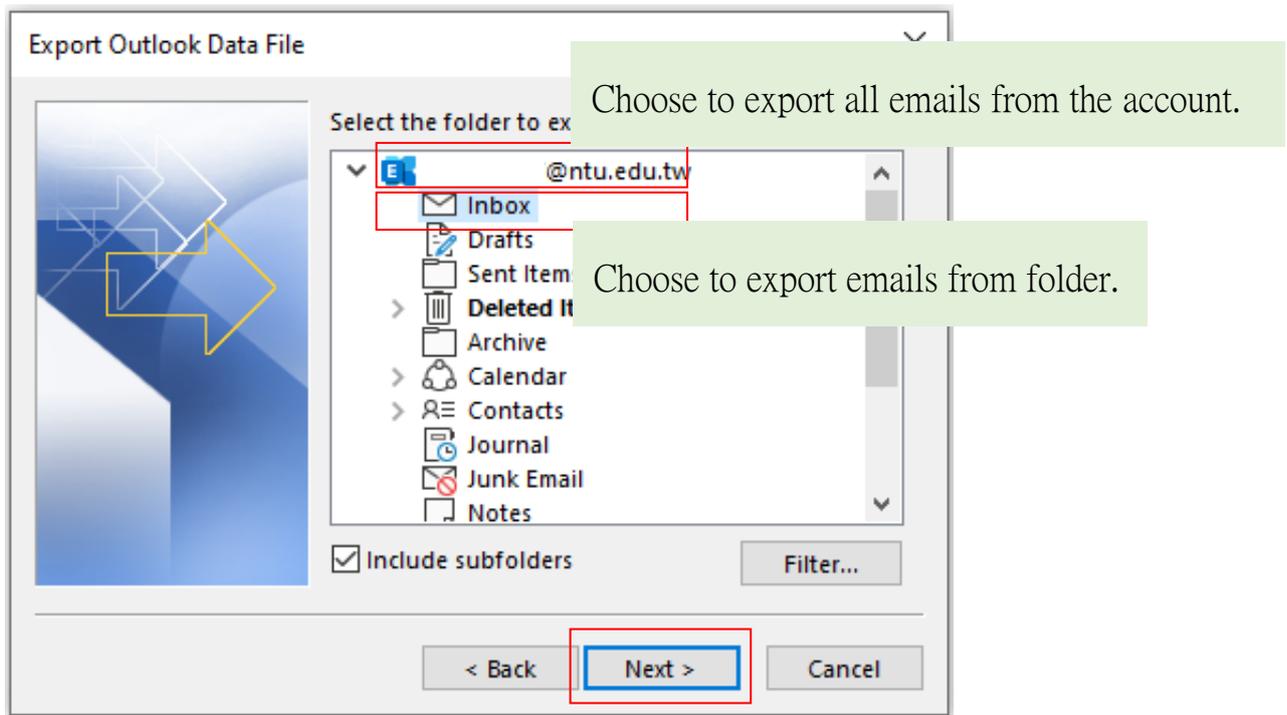
6. Select the location to export the file by clicking【Browse】,

then click【Finish】.
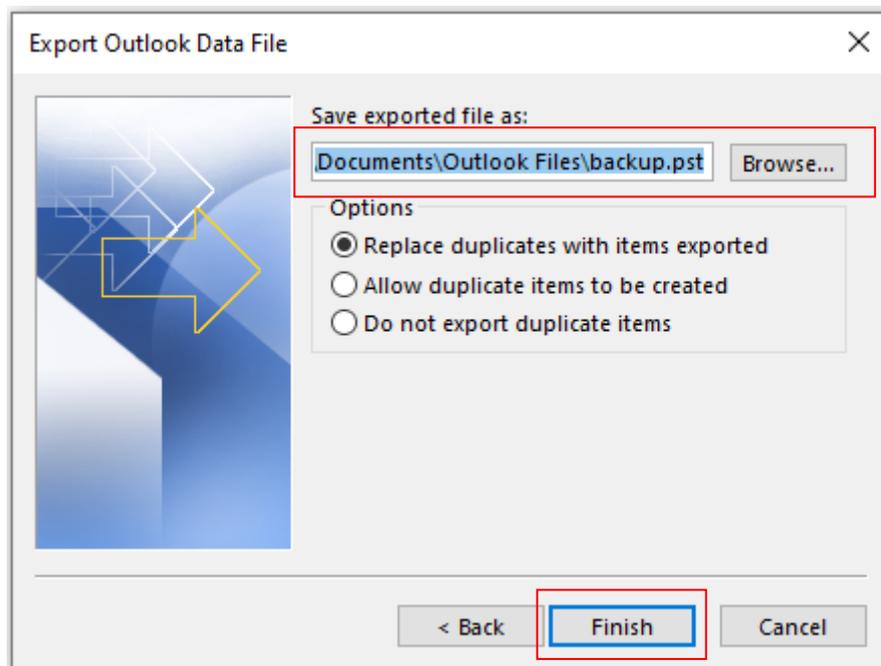
7. You can decide whether to use password protection.

If not, just click【OK】.
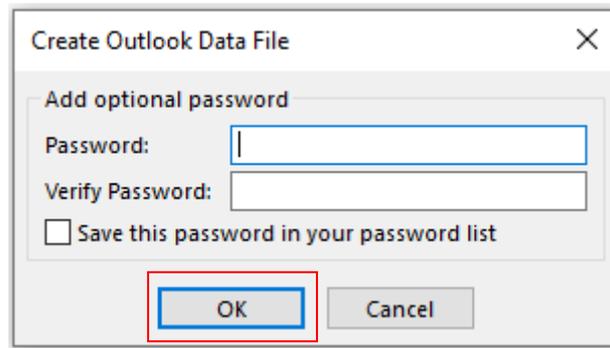
Tips：If you set a password, please remember it.

In most cases, people tend to forget their passwords.